

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

December 18, 2001

The meeting of the Colusa County Children and Families Commission was called to order at 3:10 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California. Commissioners Christy Scofield, Nancy Parriott, and Nolan Gonzales were present constituting a quorum. Not present until item four were Commissioners Dolores Gomez and Barbara Hankins.

Public attending: Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of November 20, 2001 Minutes of Public Meeting

Minutes were reviewed. Commissioner Parriott moved to approve the minutes as presented; motion seconded by Commissioner Gonzales. The motion was passed unanimously by voice vote (3/0).

2. Financial Report, Review of Outstanding Invoices and Approval of Payment of Expenses.

A total of six invoices were presented for payment:

An invoice and monthly status report was presented by Charlette Lauppe, DBA A to Z Consulting for professional services rendered to the Commission during the month of December 2001. Invoice #00018 for \$4,920.00 professional fees and \$1,329.38 for expenses for a total invoice of \$6,249.38.

Invoice in the amount of \$34.74 from Chung Sun Market, Inc. for cookies for November 15, 2001 "Come and Play" Advisory Council meeting.

Invoice for job #41755 for \$17.93 for Johnson Printing and Design, Inc. for Colusa County Library window display materials.

Invoice in the amount of \$50.00 for Spanish translation services at the Advisory Council Meeting on November 15, 2001 by Rosa Mendoza using the Whisper System.

Invoice in the amount of \$25,000.00 from Williams Unified School District for grant payment for Contract/agreement #03-2000-01 for Williams Elementary School Playground Project.

Invoice #0286073 for \$26.07 from Davison Drug for office supplies purchased on account for billing period October 26 to November 25, 2001

Ms. Lauppe presented the Monthly Financial Summary Report for the report period November 2, 2001 to November 29, 2001 as reported by the Auditor's Office in a ledger report as of December 18, 2001.

Commissioner Parriott moved to approve payment of the invoices and expense items as presented including the Williams Unified School District invoice; motion seconded by Commissioner Gonzales. The motion was passed unanimously by voice vote (3/0).

3. Public Comment and Unscheduled Matters.

Ms. Lauppe announced the following:

- School Readiness Programs Funding Partnership State Review Process Reviewer Application Form was available to those who would like to volunteer to review School Readiness Applications for the State Commission that are due January 15, 2001.
- Mark your calendars for Safe From the Start – Tools for the Future Expo will be held in Sacramento on March 12, 2002. Registration materials will be mailed to Commissions in January 2002.
- Making Ends Meet/Balancing Budgets in Difficult Times is a one-day conference for California Advocates, Policymakers, and Service Providers sponsored by the California Budget Project on February 12, 2002 at the Sacramento Convention Center.
- UCLA Center for Healthier Children has published Families and Communities Policy Brief #10.

Commissioner Dolores Gomez arrived at 3:30 p.m. and Commissioner Barbara Hankins arrived at 3:45 p.m.

4. Report from Executive Director

Ms. Lauppe discussed the following:

- Memo received from Roy Martin, Child Abuse Prevention Council Coordinator regarding an issue with funds to be expended by June 30, 2002 and a request for the Commission to consider a possible revision to Contract/agreement #05-2000-01. This item will be placed on the January 8, 2002 meeting agenda for discussion and action.
- Prop 10 Briefings December 2001 covering highlights of the December CCAFA meeting in Sacramento.
- Letter sent to Dick Dickerson, State Assembly District 2 and Maurice Johannessen, Senator District 4 to highlight how Proposition 10 funding has been utilized in Colusa County to stress the need for continued funding.
- Twilight Tour, Elk Grove School District.
- Draft Proposal: California Children and Families Commission and County Commissions Rural Enhancement and Assessment Project (REAP).
- Go Serv-Governor's Office on Service and Volunteerism for possible application for future staffing at budget cost.
- See attached Executive Director Report.

5. Approve School Readiness Timeline

Ms. Lauppe reported that she met with Kay Spurgeon November 28, 2001 to revise the draft School Readiness Timeline for presentation to the Commission. The timeline includes seeking a School Readiness Consultant to facilitate implementing the timeline and development of a Colusa County School Readiness Plan.

Commissioner Parriott moved to approve the School Readiness Timeline and process to seek a School Readiness Consultant through TASC; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (5/0).

6. Approve Mini Grant Agreement & Payment Process

Ms. Lauppe presented a brief Mini Grant Agreement that would offer the flexible format needed on a case-by-case basis for this funding process.

Commissioner Hankins moved to approve the Mini Grant Agreement and to authorize Ms.

Lauppe to use discretion on a case by case review for each applicant, and to use N/A for sections

not applicable for all applicants; motion seconded by Commissioner Gomez. The motion was passed unanimously by voice vote (5/0).

7. Approve Purchase Process – Central Services

Commissioner Gomez moved to approve purchase process through Central Services using County Credit Card for travel when appropriate; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (5/0).

8. Strategic Plan Review

Ms. Lauppe reported that Brad Morrison, TASC Consultant, is working on minor language edits to the Strategic Plan and will have a draft ready for presentation at the January 8, 2002 meeting.

9. Adjournment

The meeting was adjourned at 5:00 p.m.

The next meeting will be held on Tuesday, January 8, 2001 from 3:00 – 5:00 p.m. at the Morse Conference Room, Colusa County Library.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

- Attachment A: December 18, 2001 Financial Report
- Attachment B: Invoice #00018, Charlette Lauppe DBA A to Z Consulting
- Attachment C: Invoice Chung Sun Market, Inc.
- Attachment D: Invoice Rosa Mendoza
- Attachment E: Invoice Johnson Printing & Design, Inc.
- Attachment F: Invoice Williams Unified School District
- Attachment G: Invoice Davison Drug
- Attachment H: Reviewer Application Form
- Attachment I: Safe From The Start Flyer
- Attachment J: Making Ends Meet Registration Form
- Attachment K: Policy Brief UCLA Center for Healthier Children Number 10
- Attachment L: Go Serve: Americorps
- Attachment M: December 18, 2001 Executive Director's Report
- Attachment N: CAPC Letter December 7, 2001
- Attachment O: Prop 10 Briefings December 2001
- Attachment P: Letters: Richard Dickerson & Maurice Johannessen
- Attachment Q: Draft Proposal: CCFC and County Commissions Rural Enhancement and Assessment Project (REAP)
- Attachment R: CCCFC Mini Grant Agreement Draft
- Attachment S: Colusa County School Readiness Timeline